



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
OFFICE OF THE CHIEF, MEDICAL SERVICE CORPS
2250 STANLEY ROAD
FORT SAM HOUSTON, TEXAS 78234-6100

MCCS-CM

27 February 2006

MEMORANDUM FOR RECORD

SUBJECT: Medical Service Corps Retirement Recognition Policy

1. Policy. The Chief of the Medical Service Corps (MSC) will recognize all Officers and Warrant Officers retiring with 20 years or more of active federal service.

2. Recognition.

a. MSC Certificate of Appreciation for retiree and spouse.

(1.) Eligibility: MSC Officers and Warrant Officers honorably retiring with 20 or more years of Active Federal Service and are not pending Uniformed Code of Military Justice (UCMJ) action, under suspension of personnel actions (Flag), or under investigation.

(2.) The Certificate of Appreciation is considered to be equivalent to receiving a Star Note from the Corps Chief.

(3.) The retiree will also receive one of the annual MSC coins with the Certificate of Appreciation.

b. MSC 30 Year Medallion will be presented to MSC Officers and Warrant Officers honorably retiring with 30 or more years of Active Federal Service and are not pending Uniformed Code of Military Justice (UCMJ) action, under suspension of personnel actions (Flag), or under investigation.

3. Procedures. The following procedures are established for the purpose of the consideration and award of Certificates and Medallions.

a. Consultants, Commanders, and Directors should consider all MSC Officers and Warrant Officers in their respective units that meet the eligibilities outlined above and nominate deserving individuals. Recommendations should be submitted in memorandum format (See Figure 1).

b. If no contact has been made with the San Antonio, Corps Chief's Office within 90 days of the individuals retirement, the Intern will contact the individual's chain of command.

MCCS-CM

SUBJECT: Medical Service Corps Retirement Recognition Policy

c. Request for "Exception to Policy" for the MSC Medallion for Officers and Warrant Officers with 28 years or more or for non-MSD Soldiers should be accompanied with an Exception to Policy Memorandum (see Figure 2) and may be submitted via E-mail or fax, and include the same information as noted in paragraph 3a.

d. Requests should be forwarded to Chief, Medical Service Corps, ATTN: MCCS-CM, 2250 Stanley Road, Suite 276, Fort Sam Houston, TX 78234-6170, or fax to DSN 471-8360 or Commercial (210) 221-8360. Requests may also be emailed to either jason.sepanic@amedd.army.mil or princess.atunrase@amedd.army.mil. Requests should be submitted at least 30 days in advance of the desired presentation date to allow for production and mailing.


4. Other retirement recognition that should be considered are:

a. The AMEDD 30 year Medallion. POC is MEDCOM DCSPER, Fort Sam Houston.

b. Distinguished Member of the Regiment. POC is the AMEDD Regimental Office at <http://ameddregiment.amedd.army.mil/>.

5. Point of contact is MAJ Jason Sepanic at 210-221-8622 or CPT Princess Atunrase at 703-681-3045.

Encls


SHEILA. R. BAXTER
Brigadier General
Chief, Medical Service Corps

EXAMPLE

Figure 1

DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
STREET ADDRESS
CITY, STATE ZIP

Office Symbol

MEMORANDUM FOR Chief, Medical Service Corps, ATTN: MCCS-CM,
2250 Stanley Road, Fort Sam Houston, TX 78234

SUBJECT: Request MSC Recognition for LTC SMITH, George W.

1. Request the Medical Service Corps retirement Certificates for presentation to LTC Smith for over 24 years of service to the MSC. LTC Smith entered Active duty on 15 May 1982 and his retirement date is 31 May 2006.

2. The following information is provided for the completion of the certificates:

- a. Luncheon or Retirement Ceremony date (Deadline for the certificates)
- b. Preferred name (how the spouse refers to the officer)
- c. Spouse Name (if military, rank please):
- d. Current Job Title (at retirement-as it will appear on the certificate):
- e. Retirement POC: (handling details of ceremony/luncheon /who I mail certificates to):
- f. Retirement POC's mailing address and phone number (commercial) (where the certificates should be mailed):

3. Point of contact for this action is the undersigned at 210-555-5555.

JIM M. JONES
CPT, MS
Executive Officer

EXAMPLE

Figure 2

DEPARTMENT OF THE ARMY
UNITED STATES ARMY MEDICAL DEPARTMENT ACTIVITY
STREET ADDRESS
CITY, STATE ZIP

Office Symbol

MEMORANDUM FOR Chief, Medical Service Corps, ATTN: MCCS-CM,
2250 Stanley Road, Fort Sam Houston, TX 78234

SUBJECT: Exception to Policy Request of the Medical Service Corps (MSC) 30-Year
Medallion for COL SMITH, George W.

1. In accordance with the MSC Retirement Recognition Policy, paragraph 2b, strongly request the MSC Medallion for over 28 years of service to the MSC. COL Smith entered Active duty on 15 May 1978 and his retirement date is 31 May 2006.
2. Throughout his career, COL Smith demonstrated that he is a leader and consummate, professional team player for all those that had the pleasure to serve with him. His standards are high and commitment to excellence is unparalleled. COL Smith's service to the United States of America is in keeping with the highest traditions of the military and is deserving of the recognition afforded by the MSC Medallion
3. Point of contact for this action is the undersigned at 210-555-5555.

3 Encl

1. Justification
2. Officer Record Brief
3. Retirement Orders

JIM M. JONES
COL, MS
Deputy Commander for Administration